

LOCKOUT TAGOUT PROCEDURES

- ☐ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?

Action to be Taken

Assigned To:

- ☐ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

Are the appropriate electrical enclosures identified?

Is means provided to assure the control circuit can also be disconnected and locked-out?

Action to be Taken

Assigned To:

- ☐ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?

Action to be Taken

Assigned To:

- ☐ Are all equipment control valve handles provided with a means for locking-out?

Action to be Taken

Assigned To:

- ☐ Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?

Action to be Taken

Assigned To:

- ☐ Are appropriate employees provided with individually keyed personal safety locks?

Action to be Taken

Assigned To:

- ☐ Are employees required to keep personal control of their key(s) while they have safety locks in use?

Action to be Taken

Assigned To:

- ☐ Is it required that only the employee exposed to the hazard, place or remove the safety lock?

Action to be Taken

Assigned To:

Lockout Tagout Procedures

- ☐ Is it required that employees check the safety of the lockout by attempting a start up after making sure no one is exposed?

Action to be Taken

Assigned To:

- ☐ Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?

Action to be Taken

Assigned To:

- ☐ Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

Action to be Taken

Assigned To:

- ☐ Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

Action to be Taken

Assigned To:

- ☐ When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

Action to be Taken

Assigned To:

- ☐ In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

Action to be Taken

Assigned To:
